

CRAO 10-59  
9 July 1959

CENTRAL INTELLIGENCE AGENCY  
CENTRAL REFERENCE ADVISORY GROUP

Logging of Classified Intelligence Information Reports

I. Regulations

1. Executive Order No. 10501 requires that "proper control of dissemination of classified defense information shall be maintained at all times, including good accountability records . . . with particularly severe control on material classified TOP SECRET."
2. CIA Regulation   provides for maintaining the accountability records for classified documents by imposing a system of logs, receipts, destruction and disposal certificates and distribution records. Applicable provisions are as follows:
  - a. Section H, the Destruction of Classified Documents. They will be recorded in the appropriate log and in addition destruction certificates will be executed for TOP SECRET documents and disposal certificates for REGISTERED DOCUMENTS.
  - b. Section K, Duplicating Classified Documents. Paragraph 3 states that OCR will maintain records of the distribution made through regular channels.
  - c. Section M, Transmission of Classified Documents Outside CIA. Document receipts, or a signature in a log in lieu thereof, required for TOP SECRET and SECRET documents.
  - f. Section N, Transmission of Classified Documents Within CIA. Receipts required only for TOP SECRET.
  - g. Section O, Maintenance of Logs. All SECRET and CONFIDENTIAL material will be logged in at the initial point of receipt in an Office, and will be logged out at the final point of dispatch when bound for distribution outside the Office or Division level; or when dispatched to a field office between sub-divisions of an office located in different buildings.

- 2 -

## II. Procedures for Logging Information Reports (excluding TOP SECRET)

### A. Office of Central Reference

#### 1. Receipt

- a. CIA information reports classified through SECRET and Non-CIA reports of SECRET classification are received in OCR with a transmittal receipt listing the numbers of each document included. These transmittal receipts are filed in chronological order.
- b. Non-CIA information reports classified CONFIDENTIAL and below are not accompanied by such a transmittal sheet and no log record is made until the documents are grouped into batches for processing.
- c. A card is prepared for each information report received. The card reflects the batch number and document number in addition to other descriptive information. This card filed by the CIA Library in the "source card file" is a permanent record of the documents received.

#### 2. Distribution

When the reports are read for dissemination, the distribution and routing is indicated on a "D" card for "batched" reports and on the processing copy of non-batched reports (Nodex). The "D" cards are filed in the Document Division in batch number order and the processing copies of "Nodex" reports are filed in the CIA Library. The "D" card file and the "Nodex" copy file constitute the distribution record or outgoing log.

### B. Office of Research and Reports

#### 1. Receipt

When each information report is received, it is logged in on a pre-numbered sheet - separate sheets of 1,000 numbers each being used for each source. These sheets are filed by source in number order.

#### 2. Distribution

The routing and distribution of each copy of each report within ORR are entered on the above sheets opposite the appropriate report number. When a report is routed outside the office a separate entry is made to so indicate.

- 3 -

C. Office of Scientific Intelligence

1. Receipt

- a. Information reports when received are sorted for the Divisions and the report numbers are listed on a 3x5 (form #238) card. Cards are filed in chronological order and constitute the incoming log and record of internal distribution.

2. Distribution

Copies of information reports sent outside OSI are listed by report number on 3x5 cards (form #240). Cards are filed in chronological order for the outgoing log.

D. Office of Current Intelligence

1. Receipt

No incoming record is maintained on information reports routed by OCR directly to the Divisions or Branches.

2. Distribution

A 5x8 card is prepared only for those information reports which are not already routed by OCR.

E. Office of National Estimates

1. Receipt

Information reports are recorded on 3x5 cards showing document number, source and internal distribution. Cards are filed by source. When copies are destroyed entries are made on the cards to so indicate.

2. Distribution

Record of outside distribution is recorded on the same 3x5 card which is then separately filed to constitute the outgoing log.

F. OIS/DD/P

1. Receipt

No record is maintained of copies of information reports received from OCR. This includes all information reports except those which originate in the DD/P area.

- 4 -

2. Distribution

No record is made of the distribution of copies of the above information reports. The distribution within DD/P area of CS reports is recorded on the DD/P distribution ladder which appears on all such copies.